

# Hertfordshire County Council Bengeo Primary School & Nursery



## School Prospectus

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**Head Teacher: Mrs J Page  
Chair of Governors: Mr D Munoz**



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Also see the school web site - [www.bengeo.herts.sch.uk](http://www.bengeo.herts.sch.uk)

# Welcome to Bengo

## Welcome Parents and Carers

It is with great pleasure that we welcome you and your child to the Bengo Primary School prospectus and thank you for expressing an interest in our school. We fully appreciate that choosing a school for your family is a complex and important decision and hope that the information you find in the prospectus inspires you to visit the school.

If you join our school community, we aim, over the next few years, to get to know your child as well as we can, provide them with the best education, and help nurture and develop their personal and social skills. In order for us to achieve this, we need your help. You, as a parent, play a crucial and vital role in your child's education and the school firmly acknowledges this. Our school works as a team in which parents, children, staff and governors are all involved in the education of our children. We believe that children learn best in a positive, encouraging, safe and secure atmosphere.

We invite you to work alongside us and be a part of your child's school life and a part of our school family. Your continuing interest in your child's education is the key to both your child and our school making progress. During the school year there will be opportunities for you to visit the school, discuss your child's progress, join in activities and if you wish to offer your help and skills, this is always most appreciated.

We positively promote the values, virtues and ethics that underpin the British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs as outlined by the Government in 2013.

It is important that your child becomes an independent, successful and confident learner during their time in primary school. We will do everything we can to fulfil our responsibilities and help your child reach their potential.

You are most welcome to come along and visit, or ask any questions. Likewise, if at any time you have any concerns, or even if you don't, but wish to talk to your child's class teacher or myself, then please call or contact school so that we may arrange an appointment.

We look forward to working in partnership with you, as together we can ensure your child has the best possible start in life. A child only gets one chance, and here at Bengo we do firmly believe that every child matters.

**We look forward to meeting and working with you.**

**Mrs J Page**                      Head Teacher

**Mr D Munoz**                     Chair of Governors

## Our Location

Bengeo Primary School is located in Bengeo, an area in the northern part of Hertford, the county town of Hertfordshire.

The school is situated on The Avenue, a quiet residential road on the Western side of the B158, Bengeo Street.

The school's modern, purpose-built facilities are located in spacious, well-maintained and attractive grounds. The school is close to open, rolling countryside, but conveniently near to all local amenities, just over a mile north of Hertford's town centre.



## Child Protection Statement

Safeguarding is everybody's responsibility

Our school works in partnership with parents to support children in every way possible. The school is committed to safeguarding and prioritising the welfare of young people and expects all staff and volunteers to share this commitment. The Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

All staff receive annual training to help them to recognise signs of abuse and to promote the welfare of our children. All staff and governors read and sign to say that they understand the Safeguarding Policy and the most recent version of Keeping Children Safe in Education (KCSIE) document on an annual basis.

It is important for children to feel safe. Our day-to-day practices, our curriculum and the use of specialist organisations, help empower our children by teaching them how to recognise harm, stay safe on and offline and to use their voices to speak out. Children are encouraged to talk to a trusted adult if they are worried about anything. In addition, at Bengeo, we have a pastoral team who can support children if they need additional help.

At times, we may need to share information, get advice or work in partnership with other agencies if we are concerned about a child's welfare. We believe it is always better to be transparent with all parties at these times and work together to achieve the best outcomes. If concerns are raised within the school, or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality and would pass these concerns to Children's Services. This is in line with Government and Hertfordshire policy. While your child is with us we will take every precaution that they are safe at all times. If you have any concerns regarding your child's safety then please make these known to staff at the earliest opportunity

There may be times when you need extra help and support. If this is the case, please come and talk to us. There are many ways in which we can help.

## Our Vision, Values and Ethos:



### Vision:

*At Bengeo, we are a happy school community where children develop the curiosity, resilience, passion and knowledge to achieve and thrive.*

### Values:

*Be ready, be responsible, be respectful*

### Ethos:

We want our school to be a place:

- which is a focal part of our community.
- where we build good foundations for life's journeys.
- which is safe and supportive.
- where everyone is respected and included.
- for thinking and learning.
- which is reassuringly consistent for everyone.
- for friendship and kindness.
- where we are responsible for our learning, our attitudes and our environment.
- where we can express our creativity and be ourselves.

## What does Bengeo Primary School have to offer?

- ❖ An outstanding school (Ofsted September 2023)
- ❖ A HQS (Hertfordshire Quality Standards) accredited Nursery, closely linked with Reception classes within the Foundation Stage
- ❖ Travel Plan Gold Award
- ❖ A commitment to developing the health and well-being of pupils and staff – National Healthy Schools Plus Accreditation
- ❖ University of Hertfordshire partnership to promote excellence in teacher education
- ❖ High quality training for Teaching and Learning Assistants (TLAs) and students
- ❖ On-site playgroup (fee payable)
- ❖ Childcare facilities including two breakfast and after school clubs (fee payable)
- ❖ ICT resources including a bank of ipads and chromebooks.

- ❖ Excellent music provision
- ❖ Platinum Sportsmark 2024 - outstanding provision for physical activity, inclusion and school competition
- ❖ Positive learning behaviours throughout the school
- ❖ Proactive school council, Years 1–6
- ❖ Pupil Voice research group
- ❖ Forest School
- ❖ Large, pleasant site on the edge of the countryside, with forest school
- ❖ Well stocked and used library
- ❖ Wide range of extra-curricular clubs
- ❖ Hot lunches cooked on the premises
- ❖ A supportive and active parents' association



## The School Day

### Bengeo Nursery

Monday, Tuesday & Wednesday morning

OR

Wednesday afternoon, Thursday & Friday

OR

30 Hours

Morning session: 8:45am-11:45 am

Afternoon session: 12:15pm-3:15pm

**Reception, Key Stage 1 and Key Stage 2:**

8.45 am - 3.15 pm

## Curriculum and Organisation of the school

The school is organised into 3 stages:

- The Foundation Stage (Nursery and Reception) – Ages 3 -5
- Key Stage 1 (Years 1 and 2) – Ages 5 -7
- Key Stage 2 (Years 3 - 6) – Ages 7 -11



### The Early Years Foundation Stage

The Early Years Foundation Stage Curriculum is followed from Nursery through to the end of the Reception year. The curriculum is organised in the following:

#### Prime Areas

- Communication and language
- Personal, social and emotional development
- Physical development

#### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

These are areas that include developing specific skills and knowledge. Both the Prime and Specific areas will be taught through:

- Playing and exploring
- Active learning
- Creating and thinking critically



The Foundation Stage at Bengo School is a well-resourced, safe and stimulating environment where children can flourish in a caring atmosphere. We prepare children to be well-motivated independent learners ready for full-time school.

## Bengo Nursery

Children can enter the nursery in the academic year following their third birthday. Bengo School currently offers both 15 and 30 hours per week. The session options currently available are as follows:

Mon/Tues all day & Weds am; Weds pm; Thurs/Fri all day or full time for those who qualify for 30 hours. (We cannot guarantee any option, although we do our best to accommodate your request.)



## KS1 and KS2

In KS1 and KS2 our children follow the National Curriculum. The National Curriculum is divided into 2 groups:

### Core Subjects:

English, Maths and Science

### Foundation Subjects:

Design and Technology, History, Geography, Art and Design, Music, Modern Foreign Language (Spanish), PSHE, RE, Computing and Physical Education.



## Homework

We believe that throughout their primary school career, children should read at home every day supported by an adult. Even once they become independent readers parents should be prepared to listen to their child read, to discuss the books their child is reading and to be actively engaged in their reading journey.

Children will also be set weekly spellings practice and times tables practice.



At times individual children may be asked to practise a skill or technique at home if needed (for example practising letter formation or revising telling the time).

Parents can also support their children at home by playing board and card games, reading to their children, engaging in creative activities including drawing, painting, cooking and modelling. Children also benefit from opportunities from adult-child conversations where they acquire new vocabulary and language structures to form and share their thoughts and opinions.

## Admissions

We admit up to 60 Reception children each year.

We have one date of entry into the Nursery and Reception.

Children enter the Nursery in the September of the academic year in which they become 4 years old.

Children enter Reception class in the September of the academic year in which they become 5 years old.

Summer born children can be admitted to the reception class at age five if requested by parents. In this instance we recommend that you discuss your preferences with the school first. Summer born children are those born between **1 April and 31 August**. Currently summer born children are expected to start reception at the age of four.

The school follows the current Local Authority Starting School Policy. You will be sent a booklet about this, together with general information about all the primary schools in your area, when your child is about 3 years old. Applications are made on line for a place in Reception. Please refer to: [www.hertsdirect.org/services/edlearn/admissions](http://www.hertsdirect.org/services/edlearn/admissions)

If you are not offered a place at Bengeo, you may appeal to the Local Education Authority.

For nursery admissions, please apply directly to the school.

During the term before your child starts nursery or school, you will be invited to a welcome meeting where you will receive a 'Welcome Pack'. There will also be induction sessions for your child and an opportunity to try a school lunch.



## School Uniform

Our uniform supports equality, looks smart and is practical. It is expected that children wear uniform in all years. The colours are navy, white and yellow, and items are available from Kids Connection Hertford (<https://www.kidsconnection.co.uk/>) or high street stores.

Please visit the [Bengeo Parents' Association site](#) to purchase Preloved Uniform and to access unique codes to raise money for our school when purchasing name labels, tags and stickers. Follow this [link](#).

All children with long hair or a long fringe are required to have it tied up at all times, with plain dark hair bands.

### Formal Uniform

- Navy skirts, pinafores, shorts or trousers
- White polo shirts
- Navy sweatshirt/sweatshirt cardigan, preferably with the school logo.
- Navy tights or socks.
- Yellow and white checked or striped dresses/culottes (with white socks).
- Sensible plain black trainers or shoes.

Sunhats and school bags bearing the school's logo are available at Kids Connection along with a range of other optional items.

### Nursery uniform

- Navy shorts or joggers
- Navy sweatshirt preferably with the school logo
- White t-shirt or polo shirt
- Trainers

### PE kit (for PE lessons)

In addition to the above, children need appropriate clothes for PE.

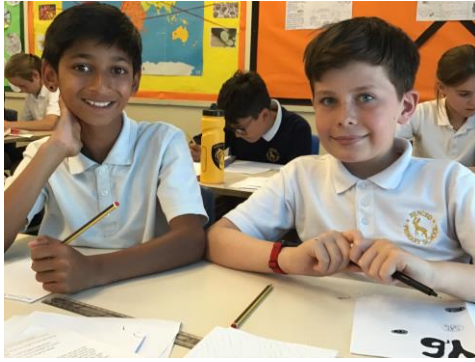
- Navy shorts
- Navy plain joggers
- White t-shirt
- Trainers
- Navy sweatshirt, preferably with logo
- Navy or white socks

### **All items should be unbranded**

Both the uniform and PE kit are gender-neutral.

The children should wear formal school uniform every day and always have PE kits in school to change into when they have PE.

Children should not wear jewellery to school. They are allowed to wear a watch and plain stud earrings. No jewellery should be worn in PE lessons.



## **Assessing your Child's Progress**

Within the first 4-6 weeks in the nursery, the children are assessed in order to provide a baseline for future learning. Progress is monitored regularly against appropriate developmental stages. Assessment continues in Reception and throughout their school life. Continuous assessment enables teachers to plan effectively and provide appropriate challenges and support for all pupils.

In Year 1, all children are tested in phonics in order to assess their ability to decode.

In Year 4, all children are tested in their times-table knowledge (x1 – x12).

In Year 2 and Year 6, children undertake end of Key Stage tests (commonly known as SATs).

Your child's end-of-year report provides information on their achievements, progress and attitude to learning, as well as areas of development. In Year 6 the SATs results are also shared with parents.

For the most recent information on the school's SATs results, please refer to the school website.

## **Equal Opportunities and Inclusion**

We believe that discrimination on the basis of colour, culture, origin, religious beliefs, gender or ability is unacceptable. There is no discrimination for admission of any pupils on the grounds of Special Educational Needs or of a disability. Our Behaviour Policy, Special Educational Needs Policy and Equality Scheme make it clear that we expect everyone to contribute to and be a part of a happy and caring environment. (These policies can be viewed on the school website.)

## **Diversity education**

Education about other cultures is included throughout our curriculum. Positive attitudes and respect for different ethnic groups and religious beliefs are encouraged and we ensure that our resources reflect cultural differences. Assemblies addressing diversity are a regular and important part of the school week. Core texts are regularly audited in order to ensure that there is representation of both genders, different cultures and abilities in characters and authors.

## **Facilities for people with physical disabilities**

We have portable ramps for the steps within the school to provide access to the disabled toilets. There are also two designated disabled parking bays. We have an Accessibility Plan which is regularly reviewed and updated to enable access.

## **Special Educational Needs (SEN)**

If your child has Special Educational Needs the first point of contact is the class teacher or the Special Educational Needs Co-ordinator (SENCo). Many children have times when they find new work difficult and in most cases these problems can be overcome with the support of the class teacher and parents. Where progress continues to be less than expected, the class teacher, parents and the SENCo, should assess whether the child has SEN.

The School has a Special Educational Needs Policy which sets out the stages of need in the revised Code of Practice (2015). The Code implements a graduated response of: assess, plan, do, review. In all cases, parents are included in the identification process and at each stage of the process. The graduated response details a child's specific needs, their assessments, objectives and provision. Where a child has an Education Health and Care Plan, there is an Annual Review.

A copy of the School Offer for pupils with Special Educational Needs, as well as the Special Educational Needs Policy can be found on the school website.

## **Caring for your child**

The principles of the Children Act 2004 underpin the work of the school. Your child's happiness, comfort and security are important concerns and everyone plays their part. When in school, your child will be in the specific care of their class teacher.

The welfare and safety of all pupils is taken very seriously. The headteacher is the Designated Safeguarding Lead. Our Deputy Designated Safeguarding Leads (DDSLs) are Ms Potts, Miss Walker, Mr Young and Mrs Jocelyn. They are happy to discuss any questions or concerns parents/carers may have about Child Protection Policies and Practice. The school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. The school has a child protection policy, which is available to view on the website.

We believe that it is essential for parents/ carers to be fully involved with promoting eSafety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks. Our newsletter regularly directs parents to useful and informative sites to support with this element of safeguarding.

- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g. on school website).

We are an 'Operation Encompass' School

Operation Encompass runs jointly between schools and Hertfordshire Constabulary.

Operation Encompass is the notification to schools, prior to the start of the next school day, of incidents where a child or young person has experienced or been exposed to any domestic abuse.

Operation Encompass will ensure that the Designated Safeguarding Lead is trained to allow them to liaise with the police and to use the information that has been shared in confidence. They will also ensure that the school is able to make provision for possible difficulties experienced by children, or their families, who have experienced a domestic abuse incident.



## Attendance and Punctuality

We expect good attendance and punctuality from all pupils. Pupil progress may be affected by absences. We regularly monitor attendance and punctuality and write to parents/carers when their child's attendance falls below 95%.

Children whose attendance falls below 90% are automatically referred to the local authority who submit this data to the Department for Education.

We make annual reports to the Local Education Authority (LEA) and the government about the number of children who have had time away from school. The Local Authority Attendance Improvement Officer (AIO) regularly visits the school to check registers and will take action if attendance and time keeping are unacceptable. This may include meeting with parents or issuing a Fixed Penalty Notice (FPN) if more than 15 unauthorised absences are recorded over a period of two terms. (Please note, am = one absence, pm = one absence, therefore each full day is 2 absences)

Children who are late must be signed in by an accompanying adult at the school office. If your child is ill and not attending school, please telephone the school office or email [admin@bengeo.herts.sch.uk](mailto:admin@bengeo.herts.sch.uk) on the first day of absence.

If you need to withdraw your child from school for any reason (for example, dentist, doctor, hospital appointments) please advise the school office as soon as possible. The child must be collected by his/her parent or nominated responsible adult, at the appropriate time. Parents should sign their children in/out on the register that is kept in the school office. Whenever possible, please make appointments out of school time.

### Holidays

We **do not** authorise holidays during term time unless there are **exceptional** circumstances for doing so. Exceptional circumstances may include bereavement, religious holidays or travel linked to the armed services. This policy is adopted by all schools in the area.

## **School Life**

### **Playtime**

During playtimes a teacher is on duty with a team of teaching assistants to supervise the children and deal with any minor grazes and bumps. A member of staff is trained in first aid and will contact you if more serious accidents occur.

The Trim Trails are supervised during playtime. However, no outside apparatus may be used before or after school.

### **Behaviour**

Effective behaviour management is a prerequisite to delivering the curriculum. Behaviour management is an element in the school's approach to PSHE (Personal, Social, Health and Economic learning), which underpins all that we seek to achieve at Bengeo School. A copy of the school's policy for behaviour is available on the school website.

### **Bengeo School Rules**

- Be ready
- Be responsible
- Be respectful

### **School meals**

School meals are nutritious and offer good value for money. Reception, Year 1 and Year 2 currently receive Universal Free School Meals. There is a daily choice of hot and cold meals.

Parents may choose to provide a packed lunch instead and eating areas are available for these children. At lunchtime a team of mid-day supervisors, led by a senior supervisor, help the children in the dining and playground areas to ensure their safety.

Milk is available at morning playtime for Foundation Stage and Key Stage 1 pupils. It is free for Nursery children, any child in Reception prior to their 5<sup>th</sup> birthday and those who are entitled to free school meals.

Please note that we are a nut and sesame (found in humus) free school.

### **Childcare facilities**

We have before/after school caring facilities within the school grounds for children from 8.00am until school starts and from after school until 6.00pm. Their contact details are as follows: Busy Lizzies Kids Club. Email [info@busylizzieskidsclub.co.uk](mailto:info@busylizzieskidsclub.co.uk) or call Tony on 01992 304477

### **Links between home and school**

Keeping in touch is easy. We send out a fortnightly newsletter which is available both on the website and sent out to parents via email.



We send emails to inform/remind parents of aspects of school life. We also have a Facebook page. You will also receive letters from the Bengeo Parents' Association (BPA) and the governors from time to time.

Talking to your child's teacher is important, especially if you have any concerns you would like to discuss. First thing in the morning class teachers are focused on greeting the children and welcoming them into class so it is best to speak to teachers after school. If it is urgent let the school office know the message and it will be passed on. You can also speak to your child's class teacher after school to arrange a suitable time for a meeting.

On the website, there is a welcome powerpoint for each year group which details the year in terms of curriculum, homework, PE days and other useful information. There is also a curriculum map for each year group which shows what is to be studied in each half-term for every subject.

We hold online consultation evenings in the autumn and spring terms when time is set aside for you to talk about your child's work, progress and well-being. An online booking system is used to book appointments. There are also book looks where you have the opportunity to come into school and see your child's work. In the summer term you will receive your child's annual report.

Helping out at school is a good way of becoming familiar with its day-to-day running and its atmosphere. If you can spare a little time on a regular basis to help with reading, art, craft, cookery or any other area, please let the office know. (You will need to adhere to some safeguarding procedures.)

Should you wish to meet up with a member of the senior leadership team, please make an appointment via the school office.



## **Our school in the community**

### **Parents' Association**

Bengeo Primary School Parents' Association (BPA) is a registered charity, whose aim is to raise funds by organising and running various events throughout the school year. We are fortunate to have a committed, resourceful parents' association. Funds are raised to provide equipment and materials over and above those provided by Hertfordshire County Council. The emphasis is

on fun and many events include the whole family. The year's efforts culminate in the school fete, 'Bengeo Day' which involves the whole community.

As the parent or guardian of a child in the school you are automatically a member of this association. You will be invited to the Annual General Meeting when the new committee is elected, but all ideas, support and time are greatly appreciated.

### **Local links**

We encourage local links to develop the children's sense of involvement in the local community. These links include:

- regular fundraising events for school and for local or national charities as decided by our school council
- support from local businesses and organisations
- frequent use of our school site by various local community groups
- student placements from a range of organisations including the University of Hertfordshire, Ware College and local secondary schools.

### **Other Information**

#### **The Governing Body**

The Governing Body consists of volunteers, parents, teachers and appointees of the Local Authority and of East Herts District Council, together with four members co-opted from the local community. A full list of the current Governing Body is available on the school website.

Governors serve for four years and are responsible for the effective management of the school. Minutes of the governors' meetings are available on request. You will often see our governors visiting school, at school meetings and attending school events.

#### **Parking**

Our school car park is for staff and permit holders only. There are two designated disabled parking bays adjacent to the school. Parents must not drive into school to deliver or collect children unless they have made a prior arrangement due to exceptional circumstances. The vehicle gates are locked between 8:40- 9 am and 3:10-3:30pm.

#### **Charging for activities**

Charging for some school activities is necessary from time to time, such as school visits, visitors and school journeys. These visits enrich the curriculum and are valuable in helping to bring subjects alive for children. If sufficient contributions are not received the activity may not go ahead.

#### **Making a complaint**

A complaints procedure exists in all schools. If you have any concerns about your child's education or the school, you should talk to the class teacher in the first instance. In the rare event that the matter is not dealt with to your satisfaction, please approach the office for an appointment with the phase leader or head teacher. If the matter requires further investigation a formal complaint may be made to the governing body, they must then consider this carefully

before deciding what action is needed. If the outcome is still unsatisfactory, you may appeal in writing to the Director of Education at County Hall.

Information about current legislation, the curriculum, governance of the school and other useful local information is available on the website, in the reception area or on the school notice boards.

### **Working together**

Our staff will act professionally at all times. In return it is our expectation that all children, parents and carers will be polite and courteous to staff.

### **Secondary transfer**

In Year 6 you will receive information from the Local Authority about all the secondary schools in the area explaining the secondary transfer system.

### **And finally . . .**

Thank you for taking the time to read this prospectus. Should you have any other questions about the school, please direct them to the head teacher who will be pleased to answer them when you visit.

